

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request materials for the safety training course offered by [Company/Organization Name]. As part of my role in [Your Position/Department], it is essential that we provide our team with the necessary training to ensure a safe working environment.

Could you please provide the course materials, including any manuals, slides, and assessments? Having access to these resources will greatly assist us in conducting effective training sessions.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]